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TRAVEL REGULATIONS

of the

UNITED STATES
DEPARTMENT of
AGRICULTURE

Extracted from the Fiscal Regulations



WASHINGTON
GOVERNMENT PRINTING OFFICE

1925

REPRINTS OF THE TRAVEL REGULATIONS

Separate bound editions of the travel regulations of the department, carrying all modifications down to the date of their appearance, will be issued semiannually on April 1 and October 1. Each edition will thus become obsolete at the expiration of six months from its publication, when it should be retired and replaced by the superseding issue. Use of uncurrent editions risks error in the preparation of accounts and in travel procedure.

THE TRAVEL REGULATIONS

AUTHORIZATION

31. Authority to Travel Secured in Advance.—Specific written authorization should be secured before any travel is performed for the department. In a case of actual and extreme emergency, however, an account for expenses not previously authorized may be approved. (Laws 936, 949, 956.)

32. Form of Authorization.—Subject to the provisions of these regulations, a person traveling upon official business of the department may be allowed actual traveling expenses, or a per diem in lieu of subsistence. (Laws 936, 949, 956.)

TRAVEL EXPENSES DEFINED

33. Actual Traveling Expenses.—Proper and legitimate actual traveling expenses are those usual and essential to the comfort of travelers, and, when authorized, may embrace any of the following items of expenditure, if actually incurred, provided that reimbursement for subsistence expenses shall in no case exceed \$5 a day:

(a) Fares upon trains, steamers, stages, or other usual modes of conveyance. Charges for fares incidental to travel by water must show whether meals are included. When there is a difference between the fares paid for journeys between the same points on two occasions during the same detail, an explanation of the larger amount charged in the account must be given.

(b) One double berth for each person, customary stateroom accommodations on steamers and other vessels, and seat in parlor or chair car, except as provided in paragraph 33 (r). When sleeping or parlor car accommodations are paid for in cash, the reimburse-

ment account must show the points between which the service was rendered, whether seat, upper berth, or lower berth was occupied, the number of persons, and the initials of the railroad over which travel was performed.

(c) Porter fees on trains or coastwise, river, or lake steamers, not to exceed 25 cents for each car, or for each 24 hours or fraction thereof. Reimbursement for the payment of such fees will not be allowed in Arkansas, Mississippi, or Tennessee, where such fees are prohibited by State law. (Subparagraph amended by omission of Georgia from States enumerated; effective August 18, 1924.)

(d) Charges for excess baggage, where the excess weight consists of property to be used for public purposes.

(e) Street-car, transfer-coach, and omnibus fares, if the charge is not in excess of locally prevailing rates. Personal transfers as herein provided between hotels when satisfactorily explained. Transfers of baggage when the charge is not in excess of locally prevailing rates: *Provided*, That an employee may properly choose his residence in a suburb of his official station, and personal transfers and transfers of baggage as herein provided will be allowed between such residence and the depot at his official station at the beginning and termination of official travel. When properly explained, storage charges may be allowed on baggage. In case of public necessity taxicab hire will also be allowed, but a satisfactory explanation of necessity must accompany claim. Taxicab hire will not be allowed in the following cases, which are not considered public necessities:

1. If the depot, hotel, or other place the employee is required to visit on official business is within walking distance.

2. If due to inclement weather.

3. If due to unfamiliarity with the city.

4. If due to the fact that hand baggage is being carried.

Provided, That street-car and other fares incurred between place of lodging or where meals are taken and place of duty shall be charged as an item of subsistence. (See pars. 33 (*h*) and 52.)

(*f*). The checking and portorage of baggage at depots, hotels, or docks upon arrival and departure, charges for checking not in excess of prevailing rates, and portorage for each piece not to exceed 25 cents at docks and 10 cents in any other case: *Provided*, That because of State laws reimbursement for the payment of any porter fee herein mentioned, other than to station or dock porters, will not be allowed in Mississippi, Tennessee, or Arkansas.

(*g*) Customary fees to cabin, deck, dining-room, and bath stewards, not to exceed an aggregate of \$14 for each week, or a proportionate amount thereof for fractional parts of a seven-day period, in connection with any ocean travel; \$1 a day on river and lake steamers; and the hire of a steamer chair not to exceed \$1.50 for the trip. (Subparagraph amended; effective June 18, 1924.)

(*h*) Customary charges for subsistence (except as provided in 33-*r*) not to exceed \$5 in any one day.

Subsistence will include the following expenses incurred when absent from official station:

1. Meals. In the absence of explanation of necessity the following table will govern the allowance of charges for meals taken en route upon departure from or arrival at official station:

Breakfast when departure is before or arrival is after 8 a. m.

Dinner when departure is before or arrival is after 1 p. m.

Supper when departure is before 7 p. m. or arrival is after 6 p. m.

2. Waiter fees, not to exceed 30 cents per day, except in Arkansas, Mississippi, and Tennessee, where antitipping laws are in force. (Subparagraph amended by omission of Georgia from States enumerated; effective August 18, 1924.)

3. Lodging, including personal use of room during daytime. A charge for lodging and a charge for sleeping berth the same night will be allowed only when satisfactorily explained.

4. Bath.

5. Laundry, cleaning and pressing clothes, not exceeding an aggregate of \$12 for each period of 30 days, or a proportionate amount for fractional parts of a 30-day period. Laundry periods will begin with the first day of travel as shown by each account, except that when two or more trips are covered by one account, the first day of each trip shall constitute the beginning of a period. Employees will enter charges for laundry, and for the cleaning and pressing of clothes in their reimbursement accounts on the dates of payment, and in the examination of such accounts the aggregate of all such charges within the aforesaid maximum will be allowed to the extent that subsistence expenses, including charges for laundry and for the cleaning and pressing of clothes, do not exceed the maximum authorized by law. Charges for laundry and for the cleaning and pressing of clothes shall not be brought forward from a previous account or trip. Subvouchers for laundry (laundry slips will be accepted as subvouchers) and for the expense of cleaning and pressing clothes must be submitted, or a statement made that to obtain them was impracticable. Charges for laundry at official headquarters will not be allowed.

6. Telegrams reserving hotel accommodations. Telegrams must be paid for in cash and will be added to the first day's hotel bill.

7. Transportation between place of lodging or where meals are taken and place of duty, except where no

lodging is available at place of duty and the cost of transportation to nearest available lodging exceeds the expense of ordinary city street-car fare. (Subparagraph amended; effective July 8, 1924.)

(i) Expenses incurred for telegraph, cable, wireless, and telephone messages, when relating to the business for which the travel is being performed. Charges for long-distance telephone calls should show the points between which the messages are transmitted.

(j) Except as provided in paragraph 33 (r), special conveyance, such as livery, or the hire of a boat, bicycle, motor cycle, or automobile, when public or regular means of transportation are not available, or can not be used as advantageously in the interest of the Government. When vehicles and drivers are hired, feed and stabling of horses, or care of vehicles and the subsistence and lodging of the driver, will be allowed while absent from the headquarters of such vehicle and driver, if not included in the cost of hire, and it is so shown in connection with such items of expense.

(k) When specifically authorized, actual operating expenses (gasoline and oil) or mileage rates not exceeding 3 cents per mile for a motor cycle and 7 cents per mile for an automobile, for the use of personally owned vehicles in official work. Each account covering actual operating charges or mileage rates should be supported by a certificate setting forth (a) date of travel, (b) points between which performed, (c) actual number of miles traveled, (d) hour of departure from and arrival at official station, (e) that the distances stated are to the best of the employee's knowledge and belief correct, and that no public or regular means of transportation could be used as advantageously in the interest of the Government. Certificates covering actual operating charges should indicate in addition (f) that the charges for gasoline and oil were arrived at by actual measurement at both the beginning and the end of the official trip, and those covering mileage rates

should show (g) the rate per mile and total charge. In addition to actual operating expenses (gasoline and oil) or mileage rates employees using their own vehicles in official work may be reimbursed for storage charges when storage becomes necessary at points other than official headquarters, and necessary tolls and ferry charges. Where it becomes necessary, by reason of breakdowns, impassable roads, or miring, to have vehicles towed partly, or, under extraordinary circumstances, entirely to destination, reimbursement may be made for reasonable expense of such towage, but all such charges must be fully explained, and each case will be considered on its merit. (Subparagraph amended; effective July 9, 1924.)

(l) Employees in charge of field parties may, when duly authorized, hire horses and vehicles and, subject to civil-service rules, employ drivers, laborers, cooks, and other minor assistants for service in the field during an entire field season, and may also purchase camp outfits and subsistence supplies. Permittees and others fighting forest fires or rendering other service to the United States, in conjunction with employees of the department, while not formally in the employ of the department, may receive their subsistence while so engaged in lieu of other compensation.

(m) Purchase of medicines for emergency personal use in connection with injuries or disabilities incurred while performing official work in remote localities, where provided for by statute.

(n) Stenographic or typewriting services in connection with correspondence or the preparation of reports.

(o) An employee assigned to temporary duty in one locality may be allowed usual subsistence expenses during the entire period of such assignment.

(p) The payment, when traveling in foreign countries, of customary and reasonable fees to guides, interpreters, and baggage porters.

(q) Emergency expenditures not enumerated in any of the aforementioned classes, such, for instance, as the employment of interpreters or guides when necessary, the payment in cash of extra fares on limited trains when delay would injuriously affect the public interests, express and freight charges, and the like. In each case, however, a statement showing clearly the nature of the exigency must accompany the reimbursement account.

(r) Whenever, for any reason, actual expenses, allowed under these regulations as incidental to travel such as hotel accommodations, meals, sleeping berth, stateroom, special transportation, and the like, are incurred by an employee jointly with members of his family or other persons, the employee is entitled to and should claim reimbursement for one-half of the aggregate joint expense when accommodations are shared with one person, to one-third of such expense when accommodations are shared with two other persons, and to a similar proportion of such expense when accommodations are shared by a larger number of persons. All joint expenses must be paid for in cash and the total indicated in the reimbursement account, but claims should be made for the employees' proportionate share only. Subvouchers, when required, must be taken for the full amount paid. Accounts must indicate the number of persons sharing in the joint expenses. (See sample account for travel under actual expenses including joint items.) (Paragraph amended; effective April 17, 1924.)

(s) Employees taking, or returning from, annual or sick leave on Monday or day after holiday, who claim expenses for the preceding Sunday or holiday, will be required to show affirmatively the performance of official duties on that Sunday or holiday, and the place where such duties were performed. (Laws 886, 888, 935, 936, 949, 954, 956, 1005.)

34. Per Diem Rates.—Employees traveling on official business away from their designated posts of duty may receive a per diem allowance in lieu of subsistence. (Laws 936, 949, 956.)

35. Items Included in Per Diem in Lieu of Actual Subsistence Expenses.—Per diem allowances in lieu of subsistence include:

- (a) Meals.
- (b) Lodging.
- (c) Waiter fees.

(d) Fees to dining-room and bath stewards on steamers: *Provided, however,* That an employee authorized to receive a per diem allowance in lieu of subsistence and who is deprived thereof by paragraph 37 (c) while on a steamer where the transportation charges include meals may be reimbursed for such fees in accordance with paragraph 33 (g). (Modified; effective March 15, 1923.)

(e) Bath.

(f) Laundry.

(g) Telegrams reserving hotel accommodations.

(h) Transportation in cities or towns or equivalent expenses elsewhere between place of lodging or where meals are taken and place of duty: *Provided,* That where the cost of transportation between a place of duty at which lodging can not be obtained and the nearest available lodging exceeds the ordinary expense of street-car and similar transportation in cities and towns, such expense is not included in the per diem allowance, and if necessarily incurred and satisfactorily explained will be allowed as transportation. (Modified; effective December 27, 1923.)

(i) Other subsistence expenses. (Laws 886, 888, 936, 949, 954, 956, 1005.)

36. Items not Included in Per Diem in Lieu of Actual Subsistence Expenses.—Per diem allowances in lieu of subsistence do not include the following items, which are separately reimbursable:

(a) Railroad and steamer fares.

(b) Fees to cabin and deck stewards on steamers, and, where the transportation charges include meals and payment of per diem is prohibited by paragraph 37 (c) fees to dining-room and bath stewards. (Modified; effective March 15, 1923.)

(c) Sleeping berth.

(d) Stateroom on steamer.

(e) Seat in parlor or chair car.

(f) Street-car, transfer-coach, and omnibus fares where not incurred between place of lodging or where meals are taken and place of duty, except as provided in paragraph 35 (h), if the charge is not in excess of locally prevailing rates. In case of public necessity, taxicab hire will also be allowed, but a satisfactory explanation of necessity must accompany claim. Taxicab hire will not be allowed in the following cases, which are not considered public necessities:

1. If the depot, hotel, or other place the employee is required to visit on official business is within walking distance.

2. If due to inclement weather.

3. If due to unfamiliarity with the city.

4. If due to the fact that hand baggage is being carried.

(Subparagraph modified; effective December 27, 1923.)

(g) Transfers of baggage when the charge is not in excess of locally prevailing rates: *Provided*, That an employee may properly choose his residence in a suburb of his official station, and personal transfers and transfers of baggage as herein provided will be allowed between such residence and the depot at his official station at the beginning and termination of official travel.

(h) Livery hire, stage fare, and other means of conveyance between points not accessible by railroad.

(i) Fees for checking baggage at depots and docks.

(j) Fees to Pullman, depot, hotel, and dock porters.

(k) Other expenses of transportation, including telegrams reserving Pullman accommodations: *Provided*, That payment of any fee herein mentioned in any State in which payment of such fee is prohibited by law will not be reimbursed. (See par. 33 (f).) (Laws 886, 888, 936, 949, 954, 956, 1005.)

37. Rules Governing Per Diem Allowance.—Per diem allowance in lieu of subsistence will be subject to the following rules:

(a) Each day of 24 hours will be considered as beginning at midnight. Per diem allowance for any day in which the employee is in a subsistence status less than 24 hours must be fixed separately and at a rate not to exceed \$1 if the subsistence status period is 6 hours or less, \$2 if more than 6 hours and not more than 12 hours, \$3 if more than 12 hours and not more than 18 hours, and \$4 if more than 18 hours. These special rates will apply to travel-status periods of less than a day occurring at the beginning or end of a continuous trip of more than one day. For trips of less than a day actual expenses only will be allowed. (Subparagraph amended; effective September 22, 1924.)

(b) Employees taking, or returning from, annual or sick leave on Monday or day after holiday, who claim a per diem allowance for the preceding Sunday or holiday, will be required to show affirmatively the performance of official duties on that Sunday or holiday, and the place where such duties were performed.

(c) Per diem in lieu of subsistence will not be allowed for any day, or fractional part thereof, during which an employee is in a camp or other place where meals are furnished by the Government, or on a ship on which the transportation charge includes meals.

(d) An employee assigned to temporary duty in one locality may be allowed a per diem in lieu of subsistence during the entire period of such assignment. (See also par. 33 (o).) (Laws 936, 949, 956.)

MISCELLANEOUS RULES GOVERNING TRAVEL

38. Registered Mail.—An employee whose permanent headquarters are Washington may, while temporarily absent therefrom, register official letters or packets without the payment of any registry fee; but such registered mail should be indorsed over his signature "Temporarily absent from Washington, D. C." (Laws 842, 844.)

39. Indorsement of and Payment for Telegrams; Identification Cards.—All official telegrams should be sent either "paid" or "collect," and be indorsed "U. S. Official Business, Government rate," except that telegrams pertaining to the Weather Bureau may, under rules and regulations prescribed by that bureau, be indorsed in such manner as to insure transmission at the special rates fixed by telegraph companies for all Weather Bureau business.

Telegrams from an employee in travel status to any point other than Washington, D. C., or his field headquarters, if a charge account with the telegraph company is maintained at such field headquarters, and all telegrams reserving hotel accommodations must be sent "paid" at Government rate and the cost thereof claimed by the employee in his personal reimbursement account, supported by a copy of the message.

Telegrams from field headquarters where charge accounts are maintained to any point other than Washington, D. C., should be indorsed "Paid, Government rate. Charge local office, Bureau of ———, Department of Agriculture."

Telegrams from or to field headquarters where charge accounts are not maintained (except telegrams to Washington, D. C.), should be sent "paid" at Government rate and the cost thereof claimed by the employee in his personal reimbursement account.

Telegrams from an employee in travel status to Washington, D. C., or to his field headquarters, if a charge

account is maintained at such field headquarters, should be sent "collect" at Government rate unless payment is demanded by the telegraph agent as a condition precedent to the sending of the message.

Unofficial telegrams from bureau officials to employees or other persons should be sent "collect" at commercial rates, due consideration being given to the importance of the message so that addressee may secure the advantage of deferred service rates.

Identification cards for official use may be obtained upon application through the chief of bureau to the chief clerk of the department.

40. Telegrams of a Personal Nature.—Except when sent by administrative officers for official purposes, telegrams regarding leave of absence, salary, or expense accounts, unless the money is actually needed in carrying out traveling instructions of official work, or telegrams regarding any other matters of a personal nature, are not public dispatches, and payment therefor is not authorized. Telegrams from employees of the department regarding the serious illness or death of employees are official.

41. Direct Routes.—Travel must be by the shortest practicable usually traveled route consistent with the object of the work to be done or the information to be acquired, and deviation therefrom must be explained. (See also par. 51.)

42. Room for Use on Official Business while Traveling.—Where rent of a room at a hotel or other place is necessary for transacting the official business of the department, and it is impracticable to use for that purpose a room engaged by a traveler for his lodging, a separate charge therefor will be allowed upon proper explanation of the facts in the account.

43. Custody and Use of Transportation Requests; Extra Fares.—Each employee to whom transportation requests are issued will be held responsible for the loss

thereof and chargeable with the amount which may be required to be paid by the United States because of any improper use of the same.

All transportation requests remaining unused in the possession of an employee at the expiration of the limiting date must be returned to the bureau issuing same.

Transportation requests shall be presented by the traveler to the proper transportation companies in exchange for tickets or scrip books. Separate requests will be used for parlor, chair, or sleeping-car accommodations. Through Pullman rates should be obtained in all cases where such rates are maintained, and transportation requests for Pullman accommodations should be issued entirely to destination of railroad ticket or to the point to which such accommodations will be required. Where a change of Pullmans en route is necessary, the employee should secure the usual transfer check from the Pullman conductor, for exchange at the Pullman ticket office for accommodations beyond the point where a change of Pullmans is made. Transportation requests should be used for all travel upon business of the department where the fare involved is \$1 or more. Transportation requests issued in exchange for stateroom accommodations on steamships or other vessels must show definitely in the description block the cost of the accommodation secured and if in excess of the lowest available rate, the signature of the traveler should be placed immediately beneath the stated value. If transportation request is issued to cover both fare and stateroom accommodations, the value of each service should be indicated.

In case of refusal to accept a transportation request by the agent of any transportation company, the fact and any attending circumstances should be reported to the chief of bureau. Transportation requests drawn on one appropriation must not be used for travel chargeable to another appropriation. Transportation requests must not be used to cover deviations from direct

routes of travel in connection with leave of absence or other personal business, or to cover extra fares on limited trains. Such extra fares must be paid in cash.

44. Purchase of Scrip Books.—A scrip book when required for official use must be procured by exchanging transportation request therefor. (Law, 901.)

45. Use of Scrip Books.—Under no circumstances will employees use scrip books procured on transportation requests for travel on personal business. Occasional use of personal scrip books will be permitted if found convenient and advantageous to the Government, but reimbursement may be claimed for actual cost only; the constant use of personal scrip books on official business will not be allowed.

46. Reporting Purchase of Scrip Books.—The purchase of scrip books must be immediately reported on blanks provided for that purpose, when required by a bureau. Scrip books purchased as above indicated will be charged to the employee making the purchase, who will be held strictly accountable for their proper use and the correctness of the number of coupons detached.

47. Reporting Use of Scrip.—The use of all scrip must be reported in duplicate on forms provided for that purpose, such reports to accompany monthly reimbursement accounts, and separate sheets to be used for each book.

48. Refunds on Unused Portions of Tickets, etc.—Employees must forward to the chief of bureau or appropriate fiscal agent all unused tickets or scrip book covers having a redemption value. No refund collection should be attempted by an employee.

49. Subvouchers, when Required in Connection with Travel; Erasures and Alterations.—Subvouchers (receipts) should be written in ink or with indelible pencil when practicable. Subvouchers containing erasures or alterations in amount or rate will not be accepted unless such changes are initialed by the payee. Subvouchers must be submitted for:

(a) Livery and other special transportation. Subvouchers are required for amounts in excess of \$2 and must show the points visited and describe the services furnished; for example, "one horse and buggy," "two horses and wagon," giving the distance traveled or time employed and the rate charge therefor.

(b) Lodging. Subvouchers for lodging are required in all cases. Subvouchers for meals and lodging must state the beginning, ending, and the full period of the service, and the rate per day, week, or month. The day shall be considered as beginning with breakfast and ending with lodging, and is divided into four parts, to be designated as breakfast, dinner, supper, and lodging. If a higher rate for a fractional part of a day is charged, or extra charge is entailed for baths, horse feed, stabling, and the like, the additional and separate charges for such items should be shown on the subvouchers. Receipts on hotel billheads will be accepted as subvouchers when stated so as to show the entire service, the period covered, and the rate.

(c) Rent of rooms for official business pursuant to paragraph 42.

(d) Meals. Subvouchers will be required for meals procured in the same city, town, or place for an extended period (a week or more), unless it be shown that they were paid for at the time obtained and not in a lump sum at the end of the period.

(e) Personal services. Subvouchers for personal services are required when the amount involved is in excess of \$2, and must show the character of the service rendered, the exact period covered, and the rate per hour, day, or week.

(f) Storage charges in excess of \$2.

(g) Supplies. Subvouchers will be required when the amount involved is in excess of \$2, and must show the kind, quantity, unit, and unit price of the supplies purchased. Charges for supplies on any one day at one

point in excess of \$2 unsupported by subvouchers must show purchases from different dealers.

(h) Telegrams and cablegrams. Copies will be accepted in lieu of receipts and must be furnished in all cases.

(i) Laundry. (See par. 33 (h).)

(j) Express charges. Such charges must show the points between which the shipment moved, the separate weight of each package composing the shipment, the amount of charges paid, and give a brief description of the contents. If impracticable to submit the usual receipt of the company, a receipt on the form provided for that purpose will be accepted.

(k) Freight charges. Such charges on shipments not covered by Government bills of lading must be supported by the original receipt of the company and show original point of shipment, number and contents of packages, weight, rate, and the amount of charges. (Law 956.)

TRAVEL ACCOUNTS

50. Rendition of Accounts Involving Per Diem Allowance.—In accounts for per diem allowance the day and hour of beginning and ending travel must be clearly stated. If other expenses are included in the account, they should be stated in chronological order as the first items of the account, followed by the per diem statement. If no claim other than that for a per diem allowance is made, the statement should give the beginning and ending of the per diem period, and the total number of days, at the rate named in the authorization, should be stated. (Laws 936, 949, 956.)

51. Leave of Absence While Traveling.—Leave of absence taken while in a travel status must be entirely at the expense of the traveler. When official travel is discontinued at any point en route for the purpose of taking leave all allowances for per diem in lieu of subsistence, transportation, or other traveling expenses

cease until official travel is resumed. If the traveler does not resume his journey at the point at which he took leave, then he shall not be deemed again in an official travel status until, after the expiration of his leave, he arrives at a point no greater distance from his destination than was the point at which he took leave, and in no case shall the total expense to the Government for transportation be greater in amount or for a greater distance, nor the per diem or subsistence allowance be for a longer time, than the same, respectively, would have been had the traveler continued his journey uninterruptedly to destination. An itemized statement of the actual travel performed and the expenses incurred while not on leave should be made, and the day, hour, and point, respectively, of beginning and ending of leave and of resumption of the journey should be stated in the traveler's account. (Laws 936, 949, 956.)

52. Classification of Traveling Expenses.—The following classification of travel expenses will be of assistance to employees in preparing their reimbursement accounts:

SUBSISTENCE

Bath.

Fees to dining-room and bath stewards on steamers. (Item added; effective March 15, 1923.)

Laundry.

Lodging.

Meals.

Personal use of room in daytime.

Telegrams reserving rooms.

Waiter fees.

Transportation in cities and towns or equivalent expenses elsewhere between place of lodging or where meals are taken and place of duty, except as provided in paragraphs 33 (*h*) and 35 (*h*). (Modified; effective December 27, 1923.)

TRANSPORTATION

Baggage transfers.

Street-car and other fares on official business when not incurred between place of lodging or where meals are taken and place of duty, except as provided in paragraphs 33 (*h*) and 35 (*h*). (Modified; effective December 27, 1923.)

Checking baggage at depots, hotels, docks, etc.

Excess baggage.

Parlor-car seat fare.

Porter fees on steamers, sleeping or parlor cars, and at depots, hotels, and wharves.

Railroad, steamer, or stage-coach fare.

Rent of room for official business.

Sleeping-car fare.

Stateroom or berth on steamer.

Steward fees, cabin or deck.

Storage charges.

Telegrams reserving berth. (Law 936.)

53. Preparation of Travel Accounts.—Every claim for reimbursement of expenses incurred in traveling upon department business must be prepared in accordance with the following requirements:

(a) Expenditures should be stated in chronological order and with reference by numbers to the accompanying subvouchers.

(b) Reference by number and date must be made to the letter of authorization and amendments, if any, under which the expenses were incurred.

(c) Accounts covering expenses payable from two or more appropriations must show separately the items charged to each.

(d) Travel accounts must provide a detailed statement of travel performed, showing starting point, date and hour of departure from and arrival at official headquarters or temporary station, if any, and, when travel is continuous from one month to another, the location

of the traveler at the close of the preceding month. All leave should be noted. An account covering a specific trip may be rendered at its conclusion.

(e) Charges for railroad, steamer, interurban, state-room, seat, or berth fares must show the points between which travel was performed, and the initials of the transportation lines.

(f) All transportation requests used during the period covered by the account must be listed on back of form. When no requests are used, that fact should be there stated.

(g) In all cases where payments of livery or other special transportation is made, a report, showing name of person furnishing same, the dates on which such expenses were incurred, and the points visited must accompany the reimbursement account.

(h) In case of items of expenditure appearing in a travel expense account which have no apparent relation to the usual and customary expenses of travel, the relationship of such items to the travel must be explained in a letter accompanying the account.

(i) Accounts covering travel in foreign countries must be stated in the currency of the country or countries in which expenditures are made, the total of all expenditures in each country to be converted into the currency of the United States at the exchange rates which prevailed at the time United States currency was converted into the currency of that country. When United States currency is converted into foreign currency, a certificate should, if practicable, be obtained from the bank or other institution where the conversion was accomplished showing the rate of exchange then current, and such certificate should accompany the reimbursement account or the impracticability of obtaining it set forth. Per diem allowances in lieu of subsistence which accrue during foreign travel should be claimed in the currency of the United States. (Subparagraph added; effective November 26, 1923.)

54. Reimbursement Accounts Must Be Sworn to.—

Reimbursement accounts, consisting in whole or in part of items of expenses actually incurred, must be sworn to when practicable, but charges for fees paid for administering oaths will not be reimbursed. Accounts consisting entirely of claims for per diem allowances in lieu of subsistence or resubmitted items need not be sworn to. If impossible to swear to accounts by reason of remoteness from officials authorized to administer oaths, or other causes, a certificate on honor, clearly setting forth the circumstances in the case, must be attached to the account in lieu of the omitted oath. (Law 940.)

55. Resubmission of Suspended Items.—Items suspended for explanation should be included as the last entries in the first voucher submitted after the receipt of notice of suspension; and must be accompanied by the required explanation and the letter asking therefor, but suspended items occurring in the last month of a fiscal year or where no further travel accounts are anticipated should be restated in a separate account, which need not be sworn to.

56. State Taxes.—Items in reimbursement accounts covering purchases of supplies upon which, under a State law, the consumer pays a tax, will clearly indicate that the price charged is exclusive of all State taxes. No payment of such taxes will be made, and employees making such payments can not be reimbursed therefor.

57. Advance of Public Funds.—Public funds will be advanced to officers and employees for the payment of actual and necessary traveling expenses or per diem allowance in lieu of subsistence.

Advances of funds will be made only upon the filing of formal application therefor with the disbursing clerk (Voucher Form 100), approved by a chief of bureau or other authorized official, who shall have determined the amount to be advanced, not exceeding \$500. Applica-

tions for advances in excess of \$500 must be approved by the Secretary. In no case shall an advance exceed \$1,000. A copy of the letter of authorization under which an advance is sought must accompany the application. Employees desiring an advance will be required to file a surety bond in favor of the United States in the penal sum of \$1,000, the surety on which shall be one of the bonding companies approved by the Treasury Department.

Officers and employees whose accounts are paid by a district or other fiscal agent should submit their applications for advances of funds to the disbursing clerk through the proper fiscal agent and the Washington office of the bureau concerned with the necessary surety bond.

No advance of funds will be made nor should funds advanced be used for any purpose other than the payment of official traveling expenses or per diem allowances in lieu of subsistence. Except in unusual cases, advances should not be requested or approved in connection with trips the cost of which will be less than \$50.

Additional advances may be obtained by employees in a travel status in amounts to be determined by (a) the chief of bureau, if the total balance due the United States is not thereby increased to an amount exceeding \$500; and (b) the Secretary, if such additional advances create a balance in excess of \$500 but not more than \$1,000.

Expense accounts (Voucher Form 101) accounting for the expenditure of funds advanced must be rendered promptly at the close of each month or at the termination of a specific trip. Unexpended balances of funds advanced will be surrendered upon the demand of the disbursing clerk.

Necessary instruction for accounting for moneys advanced will accompany each advance, and account-

ing forms will be supplied by the disbursing clerk. (Laws 822, 864, 865, 866, 882, 903, 936, 937, 949.)

61. Subvouchers, When Required; Erasures and Alterations.—Subvouchers (receipts) should be written in ink or with indelible pencil when practicable. Subvouchers containing erasures or alterations in amount or rate will not be accepted unless such changes are initialed by the payee. Subvouchers must be submitted for:

(a) Gas and electricity.

(b) Post office box rent. The usual receipt will be accepted, but reimbursement can not be allowed until the expiration of the period covered thereby.

(c) Rent.

(See also par. 49.)

62. Subvouchers for Samples; Not Required.—Subvouchers for purchases of samples collected under the several regulatory laws are not required.

SUPPLIES AND SERVICES OTHER THAN PERSONAL

NOTE.—The attention of all employees authorized to purchase supplies is invited to the Executive orders, statutes, and circulars of the Budget Bureau concerning the procuring of supplies and materials from other Government agencies.

63. Authority.—Until written authority therefor shall have been granted by the Secretary or a chief of bureau pursuant to his letter of authorization from the Secretary, no purchase of supplies shall be made, except in cases of actual emergency for the protection of the public interests or preservation of public property, the necessities for which shall be shown by a certificate of the official making the purchase. (Laws 831, 834, 836, 923, 954, 981.)

70. Purchase of Articles of a Personal Nature.—In the absence of specific statutory authority articles of personal equipment shall not be purchased from any appropriation of the department, unless the object for which the appropriation involved was made

can not be accomplished as expeditiously and satisfactorily from the Government's standpoint, without such equipment, and unless the equipment is such as employee could not reasonably be required to furnish as part of the personal equipment necessary to enable him to perform the regular duties of the position to which he was appointed or for which his services were engaged. (Amended; effective June 3, 1924.)

79. Payment of Domestic Postage.—Payments of domestic postage will be allowed (a) for registration by the field force of official matter of the department, except as provided in paragraph 38; (b) for special-delivery stamps when immediate delivery of official correspondence is necessary; (c) for stamps on envelopes from which it is necessary to omit the designation of "official mail" in order to avoid defeating the purpose of the communication inclosed therein; and (d) for parcel-post matter (except single books mailed from Washington weighing in excess of 4 pounds, including parcel-post insurance on the more valuable articles). (Amended; effective March 14, 1924. Laws 842, 844, 874, 891, 942, 966.)

81. Preparation of Telegrams.—Telegrams may be sent only when mail communication will not meet the necessities of the occasion. The commercial practice will be followed in addressing telegrams, except where specific bureau instructions have been issued to the contrary. All unnecessary words should be omitted from the body of the message. Numbers should be expressed in words, not in figures; ordinal numbers should not be abbreviated. Employees should avail themselves of night rates whenever practical and day or night letters whenever more economical, due consideration being given the importance of the message, the time required for transmission and delivery (a minimum of from one to one and one-half hours should be allowed for transmission and delivery),

and the relative time prevailing at points of origin and destination. The address of every telegram should be in sufficient detail to insure its prompt delivery and the signature in such form as readily to identify the sender. Titles, however, should ordinarily be omitted. (Amended; effective February 14, 1924.)

83. Telegraph Rates.—All telegraph messages shall be subject in all respects to the prevailing commercial count of chargeable words, and the address and signature of domestic messages shall be transmitted free in accordance with the commercial practice.

For day messages, 40 per cent of the through full day, message rate between the same points in the United States shall be charged, except that the minimum charge for any day message shall be 25 cents.

For day letters, night messages, and night letters, 40 per cent of the prevailing commercial day-letter, night-message, or night-letter rate, as the case may be, between the same points in the United States shall be charged, except that the minimum charge for any night message shall be 20 cents; for any night letter, 30 cents; and for any day letter, 45 cents; and except that the rate charged for a Government day letter or night letter shall not in any case exceed the amount charged for a commercial day letter or night letter of the same length between the same points: *Provided*, That telegrams of the Weather Bureau may, under rules and regulations prescribed by that bureau, be counted, checked, and transmitted, and bills for tolls rendered in the special manner and at the special rates fixed by telegraph companies for all Weather Bureau business.

87. Freight Shipments in the Field.—Freight shipments over land-grant or bond-aided railroads, or lines equalizing rates therewith, must be made on regular department bill of lading. Department bill of lading should also be used, when practicable, for shipments of

freight between employees in the field or from an employee in the field to Washington, D. C., except that the use of department bill of lading will not be required for shipments between points outside of Washington, D. C., if the total charges will not exceed one dollar. (See paragraph 86 for instructions for preparation of department bill of lading.) When department bill of lading is not used in making freight shipments and payments of charges is demanded by the transportation company from the shipper or the consignee, the procedure prescribed in paragraph 93 for express shipments should be followed, stating, in addition, the freight classification.

91. Use of Express.—The express should be used only when the Postal Service can not be employed and freight service will not answer the needs of the department.

92. Declaration of Value of Express Shipments.—When the actual value of an express shipment is in excess of \$50 the actual value should be declared and the increased express charge paid by the department. When the value of the property is under \$50, no value should be declared, unless a lower rate may thereby be obtained.

93. Express Charges.—Express charges on property sent from or consigned to the department at Washington, D. C., should not be paid by the person sending or receiving the property; express companies will include such shipments in their monthly bills. Express shipments between points in the field should, when practicable, be covered by express charge slips or department bills of lading, but when express charges are paid by the employee making or receiving the shipment he should take a receipt therefor, stating articles, weight, rate, scale number, starting point, destination, and value declared, if any (see paragraph 92), and include the expense in his next reimbursement account.

SAMPLE FORMS

SAMPLE ACCOUNT FOR TRAVEL UNDER PER DIEM ALLOWANCE

Date 1921	Items (Enter but ONE item on a line, and show WHERE expense was incurred)	Sub- voucher No.	Amount	
			Dolls.	Cts.
	See Fill in form on back of this voucher, showing all transportation requests used.			
May 1	Left Washington, D. C., 1.25 p. m. Railroad fare, Washington to Chicago, transportation request 646683. Lower berth, Washington to Chicago, transportation request 646684. Street car to station, Washington.....			08
	Station porter, Washington.....			10
2	Pullman porter, Chicago.....			25
	Station porter, Chicago.....			10
	Street car, station to hotel, Chicago.....			08
	Auto to points not otherwise accessible....	1	15	00
3	Street car fares, Chicago—4 at 8 cents each.....			32
4	Street car hotel to station, Chicago.....			08
	Station porter, Chicago—2 pieces.....			20
	Railroad fare, Chicago to Washington, transportation request 646685. Lower berth, Chicago to Washington, transportation request 646686.			
5	Pullman porter, Washington.....			25
	Station porter, Washington.....			20
	Street car, station to home, Washington.....			08
	Arrived Washington 4.40 p. m. Per diem account May 1—1 day at \$2..... 2.00 May 2 to 4—3 days at \$4..... 12.00 May 5—1 day at \$3..... 3.00			
	Total per diem.....		17	00
	(Note.—Street car fares herein claimed were not incurred for transportation be- tween place of lodging or where meals were taken and place where duty was performed.)			
	Total amount claimed.....		33	74

SAMPLE ACCOUNT FOR TRAVEL UNDER ACTUAL EXPENSES

Date 1921	Items (Enter but ONE item on a line, and show WHERE expense was incurred)	Sub- voucher No.	Amount	
			Dolls.	Cts.
	Fill Fill in form on back of this voucher, showing all transportation requests used.			
May 1	Left Washington, D. C., 1.25 p. m. Railroad fare, Washington to Chicago, transportation request 703901. Lower berth Washington to Chicago, transportation request 703902. Street car to station, Washington.....			08
	Station porter, Washington.....			10
	Supper en route.....		1	35
	Waiter fee.....			15
2	Breakfast en route.....			80
	Pullman porter, Chicago.....			25
	Station porter, Chicago.....			10
	Street car station to hotel, Chicago.....			08
	Dinner, Chicago.....			50
	Auto to points not otherwise accessible....	1	15	00
	Supper, Chicago.....			90
	Waiter fees.....			50
3	Breakfast, Chicago.....			75
	Dinner, Chicago.....			50
	Supper, Chicago.....		1	00
	Waiter fees.....			20
	Street car fares, Chicago—4 at 8 cents each.....			32
4	Breakfast, Chicago.....			75
	Dinner, Chicago.....			60
	Lodging, Chicago—May 2-3.....	2	5	00
	Street car, hotel to station, Chicago.....			08
	Station porter, Chicago—2 pieces.....			20
	Railroad fare, Chicago to Washington, transportation request 703903. Lower berth, Chicago to Washington, transportation request 703904.			
	Supper en route.....		1	25
	Waiter fees.....			25
5	Breakfast en route.....			75
	Dinner en route.....		1	50
	Pullman porter, Washington.....			25
	Station porter, Washington.....			20
	Street car, station to home, Washington.....			08
	Arrived Washington 4.40 p. m.			
	Total amount claimed.....		33	09

Form 4b.

Use one side only.

Approved by the Comptroller of the
Treasury May 28, 1914.

No. 1

SUBVOUCHER FOR SUPPLIES, LIVERY AND MISCELLANEOUS SERVICES,
AND EXPENSES

U. S. DEPARTMENT OF AGRICULTURE,

To *Central Garage, Dr.*Address: *Chicago, Ill.**May 2, 1921.**For auto and driver to near-by points in country not otherwise
accessible.**5 hours, at \$3 per hour*..... 15 00

Total..... \$15 00

To be completely filled in before signature by payee, and there must
not be any erasure or other alteration whateverRECEIVED IN CASH this *2d* day of *May, 1921*,
from *John Doe, Fifteen and* = dollars, in full of the
above account, which I certify to be correct.Do not sign in
duplicate.(Signature) *Central Garage,*
(Title) *R. C. Johns, Driver.*

Witness to signature by mark.

(Name.)-----
(Address.)

SUBVOUCHER FOR MEALS AND LODGING

Form 4b.

Approved by the Comptroller of the Treasury
May 28, 1914.

\$19.25

No.

City or town, *Indianapolis, Ind.*Name of hotel, *Washington.*Date, *May 5, 1921.*

(To be completely filled in before signature by payee,
and there must not be any erasure or other altera-
tion whatever.)

Received in cash of *John Doe*, U. S. Department of Agriculture, *Nineteen and $\frac{25}{100}$ dollars,*
for meals and lodging from *supper, May 1, 1921, to breakfast, May 5, 1921, inclusive.*

Time covered, *3 $\frac{3}{4}$ days, at \$5.00 per day.*

If charge for fractional part of day is
greater in proportion, it must be
explained HEREUNDER.

I certify the foregoing to be correct.

B. & D., 75 cents each.

Supper, \$1.00.

Lodging, \$2.50.

(Signature) *Hotel Washington.*

(Title) *A. B. Smith, Clerk.*

(DO NOT SIGN IN DUPLICATE)

Dept. Form No. 5
(Approved by the Comptroller of the Treasury May 28, 1914)

U. S. DEPARTMENT OF AGRICULTURE

VOUCHER No. -----

(Bureau, Division, or Office)

(Do not sign in duplicate)

PUBLIC VOUCHER FOR PURCHASES, AND SERVICES OTHER THAN PERSONAL

Appropriation: -----

The United States, to *W. L. Swayze, Dr.*

Bureau Voucher No. -----

Address, *Washington, D. C.*
(The submission of accounts on this form without consulting instructions on the back hereof may delay payment)

Catalogue or list	Authority		Date of delivery or service	Articles or services	Quan- tity	Unit price	Amount		Payee must not use this column
	No.	Date					Dolls.	Cts.	
<i>G. S. C. 1004-4</i>	<i>1056</i>	<i>Aug. 8, 1921</i>	<i>Aug. 10</i>	<i>Baskets, wire, less 10 per cent.</i>	<i>120</i>	<i>1 \$0.625</i>	<i>67</i>	<i>50</i>	
<i>1010-a</i>			<i>do</i>	<i>Blotters</i>	<i>1 dz.</i>	<i>2.59</i>	<i>2</i>	<i>59</i>	

1016-1a 1032	do do	Books, blank, 100 pages- Brushes, mucilage-----	10 10dz.	1 dz.	. 16 . 35	1 3	60 50
Total-----						75	19

<p>I certify that the above bill is correct and just, and that payment therefor has not been received. (Do not sign in duplicate)</p> <p>(Bill must be completely filled in by payee before certification, and there must not be any erasure or other alteration whatever)</p> <p>I certify that the above articles have been received by me in good condition and in the quality and quantity specified, or the services performed as stated; that they were necessary for the public service and in accordance with the orders therefor; that the prices charged are just, reasonable, and in accordance with the agreement, or that they were secured in accordance with No. -- of the method of advertising and under the form of agreement lettered -----, as shown on the reverse hereof.</p> <p>(Any notations made in spaces provided therefor on the back of this voucher become a part of this certificate)</p>	<p>Examined by -----</p> <p>Per ----- (Title) -----</p>
---	---

<p>Account submitted for ----- \$75. 19</p> <p>Differences ----- \$-----</p>	<p>(Signature) -----</p>
<p>Approved for ----- \$75. 19</p>	<p>(Title of approving officer) -----</p>

<p>Paid by check No. -----, dated -----, 19--, on the Treasurer of the United States in favor of payee named above.</p>

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